

REQUEST FOR REIMBURSEMENT FROM PPC**STAFF USE ONLY: TO USE WHEN SUBMITTING A RECEIPT FOR PAYMENT FROM A PPC CREDIT CARD**

Amount: _____
 Date of Submission of this Form: _____
 Reimbursement Check Payable to : _____

 _____ Mail Check to (address): _____
 Leave in mailbox of _____
 for pickup at church

Amount: _____
 Date of Charge: _____
 Payee Name: (must submit receipt) _____

PPC Credit Card Owner (please circle one)
 Anita, Kendra, Jeanne, Tom, Emily, Lindsay

Required Information for All

Reason for Disbursement/Credit Card Charge (what was purchased, why, other notation)

REQUIRED – Please circle committee and category (if no appropriate category, please write in)

Administrative Service (choose one below):
Office Equip, contracts *Stewardship*
Office Supplies *Copying*
Postage *Telephone & Internet*

Mission (choose one below):
Session Directed *Special Offering*
Minister’s Discretionary *Project SHINE*

Christian Education (choose one below):
Supplies *Youth Ministry*
Program Resources *Adult Study Groups*
Kick-Off Sunday *Guest Speaker Honoraria*
Nursery Supplies *Reformed Institute*
Children’s Curriculum *Women’s Retreat*
Children’s Summer Camp *Library*
Youth Curriculum *Teacher and Off Train*
Confirmation

Ops & Maint (choose one below):
Insurance *Lawn Care & Snow removal*
Fuel *RE Taxes and FFB*
Water and Sewer *Supplies*
Electricity *R & M–Regular*
Trash Removal *Exterminator*

Worship (choose one below):
Worship supplies *Music-memberships Music*
Pulpit Supply *supplies*
Flowers *Music-supplemental*
Music-Licenses *musicians*
Music-new anthems/ music *Music-Substitute Organists*

Manse – Ops & Maint (choose one below):
Utilities
R & M

Board of Deacons (choose one below):
Fellowship *Congregational Care*
Kitchen *Deacon Events*

Personnel
Continuing Education (who _____)
Staff Expense (who _____)
Book Allowance (who _____)

Stephen Ministry
 Endowment Funds (who _____)
 Firm Foundation Shining Future
 Misc (specify) _____

Finance Committee
 Endowment Expenses
 Safe Church
 Pastor Nominating Committee
 Annual Mission Trip
 Memorials (who _____)
 Memorial Garden

All expenses need to be authorized by the committee chairperson

Committee Chairperson Signature: _____
 Christian Education, *Susan Pereles*; Mission, *Hyun Lee*; Property, *Eric Van Brunt*; Finance, *Jodi McGill*; Worship, *Mary Miano*;
 Congregational Care, *Carl Atwood*; Fellowship, *Denis von Kaeppler*; Endowment, *Rob Wescott*; Memorial Garden, *Mary Margaret Smith*;
 Personnel, *Charlie Nahabedian*

Please Note: All Requisitions for Payment must have a receipt attached. You must select a committee for categorizing the expense. All expenses need to be authorized by the committee chairperson. Please make a copy and place in LINDSAY CHAPIN’S MAILBOX.

2017 Expense Form